

# **Title 1, Part C Migrant Education Summer Program Request for Proposal 10-61**

Pre-Proposal Conference  
March 1, 2010

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*Indiana Department of Administration*

# Agenda

- General Information
- Purpose of RFP
- Scope of RFP
- Key Dates
- Proposal Evaluation
- Minority and Women's Business Enterprises
- Question and Answer Session



# General Information

- Sign-In Sheet for Attendees
- Sign-In Sheet and PowerPoint will be posted on State's Solicitation Website
- Hold questions until the end of the presentation
- **All questions must be submitted in writing by Wednesday, March 3, 2010**



# Purpose of the RFP

- Provide educational and social support services to eligible migrant students (ages 3-21) and their families
- Service timeline is June – October 2010
- Target service areas include Knox, Tippecanoe, Marshall, and LaGrange counties



# Scope of RFP

Educational services include, but are not limited to:

- Individualized instruction for migrant students in grades PK-12
- Targeted English language development for services for Out of School Youth (OSY)
- Administering Texas Assessment of Knowledge and Skills (TAKS) tests for eligible students
- Ensuring credit recovery for eligible high school students using the Portable Assisted Study Sequence (PASS) program

Social support services include facilitating migrant student and family access to:

- Medical and dental services
- Food pantries
- After-school educational enrichment opportunities, etc.



# Scope of RFP

## ESTIMATED ANNUAL SPEND BY COUNTY FOR MIGRANT EDUCATION SUMMER PROGRAMS

Knox County	\$306,000
LaGrange County	\$246,000
Marshall County	\$246,000
Tippecanoe County	\$286,000
TOTAL	\$1,084,000



# Scope of RFP

- State does not guarantee future spending at these levels.
- Contract Term:
  - two (2) years from the date of contract execution
  - possibility of two (2) one-year renewals
  - totaling four (4) years.



# Technical Proposal

- Every point made in each section must be addressed in the order given.
- The same outline numbers presented in this RFP must be used in the vendor's response.
- The State is looking for creative and cost efficient solutions that yield the best results. Respondents are encouraged to submit alternative solutions for consideration.





# Cost Proposal

- **Provide your cost proposal to the State by including a breakdown of all costs, including but not limited to the portion of vendor salaries being funded, phone services, mailings, supplies, etc. as well as an overall total cost.**
- **Proposals should be based on number of students and length of program.**
- **Respondent MUST bid on all required services in Knox County, LaGrange County, Marshall County, or Tippecanoe County, or any combination thereof to be considered a valid bid. Pricing shall be inclusive of all services offered in your proposal. One-time costs must be separated from annual (reoccurring) costs.**



# Key Dates

Activity	Date
Issue of RFP	2/15/2010
Pre-Proposal Conference	3/01/2010
Deadline to Submit Written Questions	3/03/2010
Response to Written Questions/RFP Amendments	3/10/2010
Submission of Proposals	3/26/2010
<i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</i>	
Proposal Evaluation	TBD
Proposal Discussions/Clarifications (if necessary)	TBD
Oral Presentations (if necessary)	TBD
Best and Final Offers (if necessary)	TBD
Contract Award	4/9/2010



# Proposal Evaluation

## ***Summary of Evaluation Criteria:***

1. Adherence to Mandatory Requirements
  - Pass/Fail
2. Management Assessment/Quality (Business & Technical)
  - 35 points
3. Cost (Cost Proposal)
  - 20 points
4. Indiana Economic Impact
  - 15 points
5. Buy Indiana
  - 10 points
6. Minority (10) and Women Business (10)
  - Subcontractor Commitment 20 points

**\* 100 Total Points**



# Minority and Women's Business Enterprises

- Goals for Proposal
  - 8% Minority Business Enterprise
  - 8% Women's Business Enterprise



# Minority and Women's Business Enterprises

- **Attachment A**

- Commitment of total participation provided by Minority and Women's Business Enterprises



## STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

Quote/Bid
DUE DATE:
TOTAL Quote/ BID AMOUNT:

<input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm Company Name:	Contact Person:
Address:	E-mail:
Sub-Contract Amount:	Telephone Number: (    )      Fax Number: (    )
Sub-Contract Percentage of Total Bid:	Describe service/product to be provided:
Provide approximate dates when Sub-Contractor will perform on this project:	

<input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm Company Name:	Contact Person:
Address:	E-mail:
Sub-Contract Amount:	Telephone Number: (    )      Fax Number: (    )
Sub-Contract Percentage of Total Bid:	Describe service/product to be provided:
Provide approximate dates when Sub-Contractor will perform on this project:	

Respondent Firm	Telephone Number
Address	Fax Number
City/State/Zip Code	Email Address
Representative	Authorizing Signature
Date	Printed Name and Title

☐ Please check if additional forms are attached.  
 Page \_\_\_\_\_ of \_\_\_\_\_

**IF PARTICIPATION EXISTS THIS FORM MUST BE COMPLETED IN ITS ENTIRETY WITH COMPLETED LETTERS OF COMMITMENT**

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# Additional Information

## IDOA PROCUREMENT LINKS AND NUMBERS

<http://www.in.gov/idoa/2354.htm>

1-877-77BUYIN (8946) For Vendor Registration Questions

<http://www.in.gov/idoa/2464.htm>

For Inquiries Regarding Substantial Indiana Economic Impact

- A. <http://www.in.gov/idoa/2467.htm>

Link to the developing “one stop shop” for vendor registry with IDOA and Secretary of State.

- B. Secretary of State of Indiana:

Can be reached at (317) 232-6576 for registration assistance. [www.in.gov/sos](http://www.in.gov/sos)

- C. See Vendor Handbook:

Online version available at [http://www.in.gov/idoa/files/vendor\\_handbook.doc](http://www.in.gov/idoa/files/vendor_handbook.doc)

- D. Minority and Women Owned Business Enterprises:

[http://www.in.gov/idoa/files/Certification\\_List\(48\).xls](http://www.in.gov/idoa/files/Certification_List(48).xls) for table of IDOA certified MBEs and WBEs. For more information on MBEs and WBEs, visit

<http://www.in.gov/idoa/2352.htm>

- E. RFP posting and updates:

Go to <http://www.in.gov/idoa/2354.htm> (select “State of Indiana Opportunities” link)

Drag through table until you find desired RFP/RFI number on left-hand side and click the link.

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# Questions and Answers

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# Thank You

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